

SJR State and ANHS Dual
Enrollment Registration Process
for courses taken at the
college campus
Summer Registration 2017

What are the qualifications to take D.E. classes?

- * Be classified as a secondary student
- * **3.0 unweighted** grade point average
- * Provide acceptable SAT, ACT, PERT or CPT scores
- * Be approved by Nease HS guidance and administration

What are college ready test scores?

ASSESSMENT TEST SCORES

ST. JOHNS RIVER STATE COLLEGE

2016-2017 Catalog

Test & Course Placement	PERT Range	CPT Range	ACT Range	SAT Range (Prior to March 2016)	SAT Range ¹ (Effective March 2016)	
COMPOSITION						
ENC 0017C ENC 0022	50-89	20-59	*	*	*	
ENC 0056 ENC 0055	90-95 96-102	N/A	*	*	*	
ENC 1101 GEB 2214	103-150	83-up	17-up	440-up	440-up	24-up

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2016-2017 Catalog

READING						
ENC 0017C REA 0019	50-83	20-59	*	*	*	
REA 0056 REA 0055	84-95 96-105	N/A N/A	*	*	*	
REA 1105 REA 1505	106-121	83-90	19-20	440-459	440-459	24
REA 2205	122-150	91-up	21-up	460-up	460-up	25-up

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MATHEMATICS						
MAT 0022	50-95	Algebra 20-44	*	*	*	
MAT 0056	96-105	Algebra 45-56	*	*	*	
MAT 0055	106-112	Algebra 57-71				
MAT 1033, MGF 1106, MGF 1107	113-122	Algebra 72-84	19-20	440-449	480-489	24
MAC 1105, MTB 1304 STA 2023	123-150	Algebra 85-up	21-26	450-up	490-up	25-28
MAC 1147 MAC 2233		College Level Math 70-99	27-up	550-up	570-up	29-30
MAC 2311		College Level Math 100-up	30-up	600-up	620-up	31-up

Need Test Scores?

Fall CPT test dates at SJR State

3/29/2017 St. Augustine Campus, room C116 4:00pm – 7:00pm

PLEASE BE SURE TO BRING PICTURE ID AND ARRIVE 15 MINUTES EARLY FOR CHECK IN.

Student's application complete with correct term selected, Set up CPT checked, High School name, expected graduation date AND parent/guardians signature along with the students signature must be received in the Dual Enrollment office no later than March 10th .

****Additional CPT Test Date added****

March 9th Palatka Campus 4:00pm-7:00pm

All required paperwork must be submitted to the Dual Enrollment Office no later than 5pm on February 23rd.

March 14th Orange Park Campus 4:00-7:00pm

All required paperwork must be submitted to the Dual Enrollment Office no later than 5pm on February 28th.

Nease High School will also offer the CPT on our campus on Tuesday, February 28th. Please see your School Counselor if interested in registering to take the CPT on the Nease campus.

What do I need to do to register for dual enrollment courses?

- ❑ Complete the ANHS' dual enrollment packet.
- ❑ Your completed application form needs to be returned to the Nease Guidance Office by **Thursday, February 9th**, if you need to register for the CPT on February 28th in order to participate in the Dual Enrollment program for the summer semester. The packet must be completed with courses listed on the registration form. If you do not need to take the CPT your entire dual enrollment packet (application and registration forms) is due no later than **February 21st**.
- ❑ Dual Enrollment packets will be reviewed by the Nease Guidance team. The guidance counselors are approving the dual enrollment courses that the student can take.
- ❑ Advising appointments with your School Counselor will be available during **Power Hour A Feb. 1st – Feb. 7th**. Please stop by the Guidance office to schedule an appointment.
- ❑ **On Monday, February 13, 2017 (tentative)** the Summer course schedule should be posted online. To view the summer course schedule, go to <http://www.sjstate.edu/courses.html> and click on View Course Availability.
- ❑ Students need to review schedule online and come back to the Nease Guidance to complete the CRN/section numbers and courses/days/times to complete the dual enrollment registration form. Please remember to **bring the course information with you to complete the form.**
- ❑ Please remember that listing courses and section numbers on the registration form **does not mean that you are registered** in those courses.
- ❑ On **Monday, March 6^h**, students should be able to log on to MySJState and go to the Dual Enrollment tab to view their schedule.



What are some registration tips?

- ❑ Make sure that you write all of your information in a **clear, legible manner** and use black or blue pen.
- ❑ The student and counselor must sign the registration form. We will not process the form without these signatures.
- ❑ Keep in mind classes that will help you meet your high school graduation requirements.
- ❑ A good starting place may be the list of General Education requirements for an A.A.
- ❑ When looking online at the catalog, pay attention to the prerequisites/co-requisites for each class.
- ❑ Be sure that you can log into MySJRstate and have the dual enrollment tab because students can view their dual enrollment schedule and textbook pickup and drop-off information is placed on this tab.

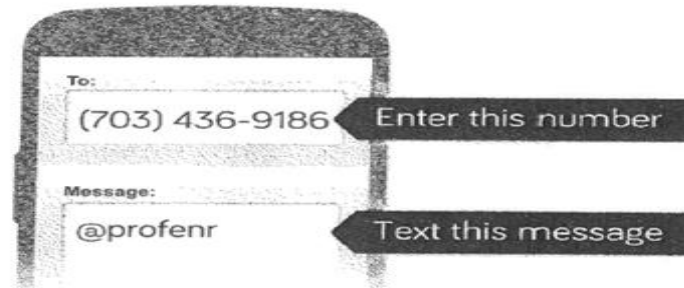
What are some registration tips?

- Make sure to sign-up for Remind 101. Dual Enrollment Office will send out text messages about Dual Enrollment related information using this service..

How to sign up for Prof. Enrollment's
Dual Enrollment messages:

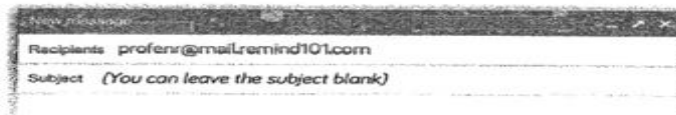
remind101

To receive messages via text, text
@profenr to (703) 436-9186. You
can opt-out of messages at anytime
by replying, 'unsubscribe @profenr'.



*Standard text message rates apply.

Or to receive messages via email, send
an email to
profenr@mail.remind101.com. To
unsubscribe, reply with 'unsubscribe' in
the subject line.



WHAT IS REMIND101 AND WHY IS IT SAFE?

Remind101 is a one-way text messaging and email system. With Remind101, all personal information remains completely confidential. Teachers will never see your phone number, nor will you ever see theirs.

Visit www.remind101.com to learn more.

What are some factors that should be considered when registering for dual enrollment courses?

- Dual enrollment students need to plan carefully when registering for courses.
 - Do not overwhelm yourself.
 - Take into account the rigor and number of high school courses (high school face to face and Florida virtual) you are taking with your dual enrollment courses.
 - Recommendation is to take no more than 7 courses total. All courses require time and effort in order to be successful.
 - Look at the scheduling! (Morning, Afternoon, etc.)
- Plan your schedule with enough travel time so you are not rushing to get to the college or back to your high school.
 - Know your High School Bell Schedule if you will be a blended College/High School Site student.
 - When viewing the SJR State online schedule it is important to find courses with meeting times that allow a student enough time for travel to and from the college.

Nease Bell Schedules

Daily Bell Schedule 2016-2017

9:10	Warning Bell
9:15-10:00	1 st period
10:05 – 10:50	2 nd Period
10:55-11:46	3 rd Period
11:46-12:40	Power Hour
11:46-12:09	A Lunch Time/Student Engagement Time
12:17-12:40	B Lunch Time/Student Engagement Time
12:40-1:25	4 th Period
1:30- 2:15	5 th period
2:20 – 3:05	6 th period
3:10 – 3:55	7 th period

Power Hour

M, W, TH, F
T
Tutoring session, classwork/quiz make-up
Club/Activities

Student Engagement A

Mathematics
Social Studies
Fine and Performing Arts
Academics

Student Engagement B

Science
English
World Language

Wednesday Bell Schedule 2016-2017

9:10	Warning Bell
9:15 - 9:50	1 st period
9:55 – 10:30	2 nd Period
10:35-11:17	3 rd Period
11:17-12:11	Power Hour
11:17-11:40	A Lunch Time/Student Engagement Time
11:48-12:11	B Lunch Time/Student Engagement Time
12:11-12:47	4 th Period
12:52- 1:28	5 th period
1:33 – 2:09	6 th period
2:14 – 2:50	7 th period

Power Hour

M, W, TH, F
Tuesday
Tutoring session, classwork/quiz make-up
Club/Activities Sport/Film

Student Engagement A

Mathematics
Social Studies
Fine and Performing Arts
Academics

Student Engagement B

Science
English
World Languages

What are some factors that should be considered when registering for dual enrollment courses? (cont.)

- Allow yourself enough time to study. Make sure that you are taking the appropriate number of courses based on the amount of time you have to study.
 - If you cannot devote study time for each course, you are taking a serious risk with your college GPA.
 - **General rule of thumb** each hour in class requires a minimum of two to three hours of study.
 - If you are struggling in a particular course, then you will need to spend as much time as needed to understand the concepts and to be successful.
- How many D.E. classes can I take?
 - For Fall and Spring semesters
 - Regular D.E. – up to 10 credit hours (about 3 classes)
 - Early Admissions students – min. 12 credit hours and max. 16 credit hours (4 or 5 classes)
 - For Summer semester
 - All D.E. students – max. 8 credit hours for the entire summer.

What are some factors that should be considered when registering for dual enrollment courses? (cont.)

- If you have extracurricular activities or you work, make sure that you plan that into your schedule.
 - You **will not be excused** from courses and you will likely not have the time to devote to studying. Examples are jobs, sports, clubs, dance, theatre, church, vacation, etc.
 - **Determine the number of hours** spent at work or on that activity in order to figure out the hours that you have available for attending class and for studying.
- Know your limitations. It is **better to be underwhelmed** than overwhelmed.

What are some factors that should be considered when registering for dual enrollment courses? (cont.)

- Dual Enrollment courses are **college level courses**.
- These courses will not be “brought down” to high school level to accommodate variations in student age and/or maturity.
- Dual Enrollment is the **start of your college transcript and college GPA**.
- Your dual enrollment grades will follow you forever, which can impact admittance into college/university, acceptance into your major, and enrollment into graduate school.

What are some factors that should be considered when registering for dual enrollment courses? (cont.)

- All D.E. forms must be turned in by the specific deadline. These deadlines are usually weeks ahead of the actual start of registration. The D.E. Office has to have time to process all registration forms.
- Regular (fee paying) students register before D.E. students. Unfortunately, some courses fill up before Dual Enrollment students can register.
- We are firm on all deadlines and policies as they are set by the college.
- Once we send off registration requests, the process is completed by the college, NOT Nease High School.

How do I get a SJR State Student ID number? (“X” Number)

1. You need to submit a dual enrollment application and a copy of your official test scores (ACT, CPT, PERT or SAT), in order for your information to be entered into SJR State’s computer system.
2. The application must have the student’s month and year of high school graduation.
3. Once your information is entered into SJR State’s computer system, you will be considered to be a SJR Student and assigned a student’s ID number (“X” number).
4. You must include your Social Security number on the Dual Enrollment Admissions (application) Form. You will have difficulty logging into your MySJRstate account without a Social Security number listed.

Why do I need to know my SJR State student ID (“X” number) and have the number?

1. The SJR State student ID number (“X” number) is **required for you to log into MySJRstate**. You can still log into the system without it, but you will have to provide more information.
2. Dual enrollment students **need to write their “X” number** when submitting their dual enrollment paperwork (registration, add/drop, withdrawal, etc.). For the first registration, students may not know their “X” number because their information has not been entered into SJR State’s computer system.
3. Dual enrollment students **need to know their “X” number** to order their official SJR State transcripts, which are needed sometimes when applying to colleges and when entering a new college or university .

What does the Dual Enrollment Tab look like?

The screenshot shows the MySJRState website interface. At the top, there is a navigation bar with 'Site Actions' and a search icon. Below that, a green navigation bar contains various menu items: 'MySJRstate', 'Employee', 'Faculty', 'Faculty/Staff Email', 'Student', 'Financial Aid', 'MyCourses', 'Dual Enrollment' (highlighted with a red arrow), 'Student Email', and 'Viking Zone'. A dropdown menu for 'Dual Enrollment' is open, listing options: 'Blackboard', 'Course Availability', 'Course Availability (Alternate)', 'Degree Works', 'Personal Information', 'Print Schedule/Bill', 'Request Parking Decal', 'SmartThinking', 'Tutoring', 'View Grades', and 'View Holds'. The main content area is divided into several sections:

- SJRState Technology Projects**: Includes links for 'MYSJRState Home', 'Academic Calendar', 'Banner', 'Banner Web/Self Service', 'Blackboard', 'College Catalog & Handbook', 'Course Availability', 'MySites', 'My Departmental Leave (Testing Only)', 'Academic Affairs', and 'Faculty Senate'.
- Dual Enrollment Quick Links**: A section with a blue header.
- Attention Online Students:** A text block stating: "You will not see your summer online courses listed in Blackboard until after 12:01am on the first day of the semester, May 6, 2015 or June 24, 2015. You will access your online courses through the MySJRState portal. After you log on to MySJRState, click the 'My Courses' link. Click the 'Click Here to Enter Blackboard' icon. This link will take you directly into Blackboard, where your courses will be listed." Below this, it says: "Please be advised that if you do not log on to your online course and complete the online instructor's first assignment, you may be dropped as a 'No Show.'" At the bottom, it says: "If you have any questions or problems with your Distance Learning course, please call 386-".
- Dual Enrollment**: A section with a blue header and text: "There are no items in your 'My Courses' list. To add a new item, click the 'Add Course' link." Below this is a 'Textbook Info' section with a blue header and a banner that says "WHEN GET MY BOOKS".
- Clay County Information**: A section with a green header and text: "Public School students – Textbooks: Spring dual enrollment materials will be issued Monday, January 5, 2015 between 9 am and 3 pm. If you need to pick up your materials after January 5, 2015, you need to schedule an appointment." Below this, it says: "You must bring your student schedule and list of books needed to the Instructional Materials Professional Library in the H.C. Long Building, 23 S. Green Street, Green Cove Springs. See map for directions. Note: Although the address is 23 S. Green Street, turn onto Gratio Place and park in the gated area. Use the western sidewalk".
- Student Services**: A vertical list of links including 'Admissions & Records', 'Student Affairs', 'Student Forms & Request', 'Testing & Retention', 'Workforce Education', 'Web Services', 'Business Affairs & Books', 'Counseling & Advising', 'Financial Aid & Veterans', 'Foundation', 'Academic Affairs', 'Help & Information', 'Human Resources', 'Library', and 'Policy & Procedure'.

What can I find on the MySJRstate – Dual Enrollment tab (cont. on next slide)

1. Also, students can check their MySJRstate account to view their schedule. If a course is not listed when viewing your schedule then **a couple of issues may have occurred:**
 - a. Section was closed due to seating availability.
 - b. Test scores did not meet the courses' prerequisite test score requirement (Math and English).
 - c. Course's prerequisites were not met.
 - d. Some science courses have specific lecture and lab sections that must be taken together, in order to be registered for these science courses.
2. Students can print their dual enrollment schedule. MySJRstate – de tab – Print Schedule/Bill
3. Public school students can find textbook pick-up and drop-off information.
4. Students can request their SJR State parking decal. Students must have a SJR State parking decal, which are free.
5. Students can view dual enrollment news and announcements.



(cont.) What can I find on the MySJRstate – Dual Enrollment tab

6. Students can **access SJR State’s library resources/database** to research for their English (Composition courses).
7. Students can **only enter their online/distance learning classes** (Blackboard) through MySJRstate – dual enrollment tab.
8. Students can **gain access to SmartThinking** – online tutoring resource.
9. Students can **view their dual enrollment grades**.
10. Students can also **order official SJR State transcripts** and **print unofficial SJR State transcripts**.



How can a student look up the summer course schedule?

1. Go to <http://www.sjrstate.edu/courses.html>
2. Click on View Course Availability
3. Select Term
4. Select Campus... For online courses, select internet based.
5. Choose a schedule – Select College Credit

How do I know if I'm registered in the classes that I selected?

1. Log into MySJRstate account.
2. Check your MySJRState account. Under the **dual enrollment tab – drop down menu**, you will see **“print schedule/bill”**. **Be sure to select a Term and submit.**
2. If the course (courses) is (are) **not showing on your schedule then you are not registered** for that course.
 - a. Section was **closed** due to seating availability.
 - b. Test scores **did not meet** the courses' prerequisite test score requirement (Math and English).
 - c. Course's prerequisites **were not** met.
 - d. Some science courses have specific lecture and lab sections that must be taken together.
3. If the course is showing on your account, check the **CRN/section number** to make sure it matches the particular course section you want.
4. Email the DE Office at **dualenrollment@sjrstate.edu** with any schedule changes. **No changes will be taken over the phone, due to quality control issues.**
5. **No overrides or holding of seats/waitlist** are allowed.

How can you tell if a section is closed?



SEAT AVAILABILITY & COURSE SCHEDULE

BSC 2086 -- Human Anatomy & Physiology II

Course Co-Requisite

(3 Credits - 3 Hours) Corequisite: BSC 2086L. A Continuation of BSC 2085. Prerequisite: BSC 2085 and BSC 2085L with a grade of "C" or higher. This course is a continuation of BSC 2085. It provides students with a thorough understanding of the anatomy and physiology of the cardiovascular, respiratory, lymphatic, immune, digestive, urinary and reproductive systems of the human body.

Co-reg ▼
BSC 2086L

Term **201230** Campus **All Locations** Area **All Areas** Day/Night/Online **All Times**

Click on the Headings to Further Filter Your Selection

Rows

Sections highlighted in blue contain special registration requirement(s). Click on the CRN to view section details.

1 - 4 of 4

Crn	Part of Term	Honors	Hours	Open Seats	Available Waitlist	Start Date	End Date	Start	End	Days	Campus	Room	Instructor
30351	1	-	3	Closed	0	09-MAY-12	21-JUN-12	09:45 AM	12:55 PM	TR	St. Augustine	H0218	McCaughern-Carucci James F
30277	1	-	3	9	0	09-MAY-12	21-JUN-12	02:05 PM	03:40 PM	MTWR	Orange Park	H2234	Moore Karen
30116	02	-	3	14	0	09-MAY-12	19-JUL-12	08:00 AM	09:55 AM	MW	Palatka	S0204	Maier Albert C
30312	06	-	3	Closed	0	27-JUN-12	09-AUG-12	-	-	-	Orange Park	-	

1 - 4 of 4

Sections highlighted in blue contain special registration requirement(s). Click on the CRN to view section details.

How can I (the student) solve a registration problem?

1. Check to see if a seating availability (**closed section**) issue has occurred. Look to see if there is an alternate course/section you would like to register for if the desired section is closed.
2. Check to see if the course has a **prerequisite requirement**. The online schedule gives a description of the requirements for each course.
3. Check to make sure the Dual Enrollment Office has all of your **test scores** (ACT, SAT, CPT, PERT, or AP, etc.).
4. If the requested section is open, make sure that you submitted the **correct CRN/section number**. Sometimes, we can't read the handwriting so a different number maybe entered.
5. For summer registration, Nease students will **email adjustments** to dualenrollment@sjrstate.edu and **copy your Nease guidance counselor**.



How to adjust your DE schedule?

- ❑ To make any schedule changes, students will need to submit their request via email to dualenrollment@sjrstate.edu and copy their guidance counselor (*Please see contacts slide*) on all emails requesting a schedule change.

THIS FORMAT IS REQUIRED TO MAKE SCHEDULE CHANGES:

Title of e-mail: Student's Name/NHS/Schedule Change
Example: John Doe/NHS/Schedule Change

Body of e-mail: Student Full Legal Name: John Doe
SJR State's Student ID: X00123456

List all courses dropping under the drop section

Drop: MAC1105/2023
 PSY2012/12345

List all courses adding under the add section

Add: MAC1105/10343
 PSY2012/11234

You must include the course Prefix & Number and the CRN/Section Number in all of your request(s).

Why am I not registered for the dual enrollment courses that I selected when I turned in the dual enrollment registration for almost month and half ago?

1. Registration forms are turned in **almost two weeks before** the Dual Enrollment Department's designated registration dates, due to the volume of dual enrollment registration forms to be processed.
2. Before the dual enrollment designated registration dates, regular fee paying students are registering almost two weeks earlier online – 24/7. As a result, by the time the dual enrollment students are allowed to register, sections **may have closed due to seating availability**. Each course section only has a certain number of students that can register for each section, including online sections.
3. Students who **frequently view their MySJRstate accounts** will be able to see if there is a problem with their registration before they receive their dual enrollment schedule in the mail.

Why do dual enrollment students have to start the registration process so early?

1. Every registration form has to be **processed manually**. SJR State has over 1800 DE students and a few employees in the dual enrollment department to process all the registration forms. SJR State's Dual Enrollment works with four public school districts, private schools, and home education students from Clay, Putnam and St. Johns.
2. We have to make sure that **each registration form is completed correctly**:
 - a. Student has been admitted and enrolled for the correct term.
 - b. A student has test scores (ACT, SAT, PERT or CPT) **less than two years old**.
 - c. A student has **met the prerequisite requirements** for the courses he or she wants to register for.

A prerequisite is a requirement that is needed before enrolling in a course, which could be a **minimum test score(s), successful completion (grade of C or higher) in a lower level course, or credit awarded due to passing AP exam (or another acceleration mechanism)**.

- d. A student has **met the co-requisite requirement for enrolling in a course**. For example, SJR State requires students taking a science to enroll in the lecture and the lab at the same time. Specify lab section may need to be taken to be registered in a certain lecture course.

Why are dual enrollment students not allowed to register, add/drop (schedule change), or withdraw from classes online?

- * Dual enrollment students **are not allowed to register, add/drop, or withdraw from classes online** because the high school dual enrollment contacts have the responsibility in confirming that students are **meeting their high school graduation requirements.**
- * In an effort to assist the high school dual enrollment contacts with this issue, the Office of Dual Enrollment processes all paperwork manually. Our goal is to ensure that the high school's **dual enrollment contacts have the most up to date information regarding their dual enrollment students.**

What are some helpful tips for dual enrollment?

1. Always **keep a list of the courses** that you **initially requested** on your dual enrollment registration form and their CRN/sections #s you want to register for or a copy of your registration form.
2. Schedule changes **will only be accepted** via email – dualenrollment@sjrstate.edu and copy your Nease guidance counselor .
3. Class closures are a part of college so always **make a list of alternative courses** in case any of your first course options are closed.
4. Log into your MySJRstate account **regularly**.
5. Make sure that you are aware of **SJR State's and your high school's deadlines**: paperwork deadlines, registration dates, add/drop deadlines, and withdrawal deadlines.
6. Students make sure to communicate with all parties: Nease' guidance counselors, Dual Enrollment Department, dual enrollment teachers, and parents.
7. Make sure that you understand the Student's Responsibilities.

What are the realities of College and Dual Enrollment?

- Students **must manage** their time and schedules.
- The college calendar **is not always the same** as your high school calendar. If the college is open you are expected to attend class.
- Professors **may not collect** homework assignments but the expectation is that students **understand and can demonstrate mastery** of knowledge on tests. the assigned work to be completed and for students to be ready of tests.
- Students are required to read the subjects assigned by the professor. The reading material may not be covered in class, but it will be on a test.
- Students **must know assignment and test deadlines**. Professors do not have to accept late assignments or give makeup tests.
- It is the **student's responsibility** to contact the professor if they are having trouble in the course. or missing class because of sickness. The student may have to visit the professor during their office time to seek assistance. In addition. SJR State has tutors available and has Smartthinking, an online tutoring service.

General Differences Between High School and College

www.raritanval.edu/uploadedFiles/studentserv/disa/HSvrsCollege...

Things to Remember...

The deadline to turn in your Registration Form, and Nease schedule request for Spring semester is

Tuesday, February 21st.

Looking ahead...

- *Registration for Fall 2017 begins in mid-late April.*
- *Registration for Spring 2018 begins in October.*

Who are the D.E. contacts?

Nease High School

Mrs. Cindy Vartanian

School Counselor, Last Names A-E

Cynthia.Vartanian.k12.fl.us

Mrs. Laura Maalouf

School Counselor, Last Names F-K

Laura.Maalouf@stjohns.k12.fl.us

Mrs. Michel Gledhill

School Counselor, Last Names L-P

Michel.Gledhill@stjohns.k12.fl.us

Mrs. Daphne Harden

School Counselor, Last Names Q-Z

Daphne.Harden@stjohns.k12.fl.us

Mrs. Vanessa Power

Allen D. Nease HS Registrar

Vanessa.Power@stjohns.k12.fl.us

St. Johns River State College

Mrs. Meghan Deputy

Director of College Access & Dual
Enrollment

MeghanDeputy@sjrstate.edu

Mr. Aron “Tate” West

Dual Enrollment Specialist for St.
Johns County

TateWest@sjrstate.edu

dualenrollment@sjrstate.edu

Dual Enrollment Office’s Phone
Number: 386/312-4136

Thank you!

Summer Registration Timeline

- * February 13th – SJR State schedule comes online (tentative)
- * February 21st – Dual Enrollment Forms due to Nease Guidance Office.
- * February 27th – The Dual Enrollment Office starts submitting registration forms to Records.
- * April 11, 2017 @ Noon – Deadline for new students with application and test scores.
- * Classes begin

		Last Day to Drop/Add
Summer:	May 10, 2017	May 16, 2017
Summer A:	May 10, 2017	May 11, 2017
Summer B:	June 27, 2017	June 29, 2017